

Office of State Uniform Payroll	
Procedure Title: Employees Living and/or Working in Another State or Country	Revision Date:
	Issue Date: 11/18/2015
Unit: Wage and Tax Administration	Page Number: 1 of 2
Contact: _DOA-OSUP-WTA@la.gov	

Agencies are responsible for notifying the Office of State Uniform Payroll (OSUP) if they employ or are about to employ a worker who lives and/or works in a state other than Louisiana or in another country.

OSUP is responsible for remitting the tax payments, reporting wage and tax information, and preparing change requests to program the LaGov HCM system for states that have not already been configured. It is very important that agencies relay information to OSUP as early as possible to allow sufficient time for the required system changes.

Tax laws differ from state to state. The correct tax treatment will depend upon whether the employee works in another state, lives in another state, or both. The same is true for employees working in or living in another country. OSUP must analyze these employees to determine the appropriate state for tax withholding and reporting. **Agencies must contact the OSUP Wage and Tax Administration Unit as soon as the agency becomes aware of any of the following situations:**

- The employee lives in a state other than Louisiana and performs their work duties from home. These employees are “telecommuters” and are subject to taxation by the resident state.
- The employee lives in a state other than Louisiana and works in an office located in a state other than Louisiana.
- The employee is temporarily living in a state that is not the same state as their permanent address (e.g., due to a hurricane). The mailing address should be created/updated to reflect the employee’s temporary state of residence. An employee’s permanent address must reflect their permanent state of residence, not a temporary address in LaGov HCM.
- The employee is resigning or retiring, and their permanent address has been changed to a state other than Louisiana. The permanent address should not change until **after** their separation date and final payment is made; otherwise, taxes could be withheld incorrectly on their final payment. The mailing address may be changed to reflect the employee’s new residence address.
- The employee temporarily lives and works in Louisiana, but is a resident in another state.

Office of State Uniform Payroll

Procedure Title: Employees Living and/or Working in Another State or Country	Revision Date:
	Issue Date: 11/18/2015
Unit: Wage and Tax Administration	Page Number: 2 of 2
Contact: _DOA-OSUP-WTA@la.gov	

- The employee lives in a state other than Louisiana, Mississippi, Texas, or Arkansas and commutes to work in Louisiana.
- The employee lives in a state other than Louisiana and works in the Gulf of Mexico.
- The employee's residence tax area (IT0207) and employee's state on the permanent address (IT0006) in LaGov HCM do not match.

Agencies **must** run LaGov HCM reports ZX02 Mismatch Report and ZP65 Employee Tax Report to identify possible problems with the employee residence tax area, work tax area, and permanent address.